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GENERAL SERVICES ADMINISTRATION
REGION 3
WASHINGTON, D. C. 20407

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January 24, 1968

GSA REGIONAL BULLETIN FPMR 3-A-14
GENERAL

TO : Heads of Federal Agencies and Field Offices located in General Services Administration, Region 3

SUBJECT: Operation Cleanup

1. Purpose. This bulletin implements GSA Bulletin FPMR A-19, dated December 22, 1967, and provides instructions and procedures for the accomplishment of the "Operation Cleanup" campaign within General Services Administration, Region 3.

2. Expiration date. This bulletin contains instructions of a continuing nature and will remain in effect until canceled.

3. General.

a. GSA Bulletin FPMR A-19, sets forth the basic procedures for an "Operation Cleanup" campaign to be conducted each year during the month of February in the Metropolitan Washington, D. C. area and biennially in locations outside the Metropolitan Washington, D. C. area.

b. The basic objective of "Operation Cleanup" is to identify all items of equipment and supplies not in use or necessary to current operations. General Services Administration will assist agencies in identifying, removing, and reassigning or disposing of excess materials as appropriate and will establish a pool for storage against future agency requirements.

c. "Operation Cleanup" campaigns will be accomplished through the formation of teams consisting of agency and GSA representatives who will perform a "walk-through" of buildings and storage areas under GSA assignment control.

4. Preliminary "Operation Cleanup" actions.

a. During the month of January of each year that "Operation Cleanup" is to be conducted, a representative of GSA will contact each agency for the designation of team representatives and to arrange for "walk-through" schedules. Agency representatives should be a high-level officer with the authority to decide property needs and make on-the-spot decisions.

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b. To expedite each campaign, agencies are requested during the month of January to identify and tag unneeded property, arrange for reassignment within the owning agency, and determine excess any unneeded property not reassigned. The team, during their February "walk-through" inspection, will further identify any other unneeded items and arrange for immediate removal of all excess, including previously tagged items, to staging locations provided by GSA.

5. Procedures.

a. During the month of February, the "Operation Cleanup" teams will perform a "walk-through" of buildings and leased space under GSA control to further identify and tag unneeded property and to arrange for reassignment or removal of that property and the property previously identified and tagged by the agency as unneeded items.

b. The "Operation Cleanup" team will be responsible for conducting the "walk-through" and arranging for the removal of property for transfer, donation, or sale.

c. New or unused rehabilitated FSS stores stock items will be identified and documented on a GSA Form 300, Purchase Order, for return to the FSS stores depot. GSA Forms 300 will be processed by FSS as stores stock purchases.

d. Items previously obtained from GSA self-service stores in new or unused condition and in original containers, excess to agency needs, should be returned to the nearest GSA Self-Service Store. A sales credit slip will be issued by the store. (Your charge plate should accompany the returned items so that proper credit may be given).

e. All other excess equipment and supplies will be listed on a Standard Form 120, Report of Excess Personal Property, by the owning agency and marked to General Services Administration, Region 3, Property Management and Disposal Service, Utilization Branch, 3DPU, Washington, D. C. 20407. All such reports shall be identified with the following citation typed on the face of the SF 120 - "Operation Cleanup". Each item of equipment shall be identified and tagged with the corresponding item number and report number as shown on the applicable SF 120.

f. The agency will retain one copy of the SF 120 or GSA Form 300, as appropriate.

6. Accountability.

a. Upon removal of items transferred on GSA Form 300, agencies should make appropriate adustments in their accountability records.

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b. Items declared on SF 120, during "Operation Cleanup" will be disposed of by GSA within 30 days and may be removed from agency accountability records upon receipt of a copy of the appropriate transfer or donation document approved by a GSA-PMDS official.

c. Residue excess items not transferred or donated will be delivered to the GSA-PMDS Sales Center as surplus for sales purposes.

d. All proceeds resulting from sales to the general public will be deposited into the Treasury as miscellaneous receipts.

7. Outside Metropolitan Washington, D. C. Area. The GSA Buildings Managers at locations outside the Metropolitan Washington, D. C. area, in collaboration with agency representatives, will conduct "Operation Cleanup" as appropriate. The basic guidelines set forth in this bulletin will be followed.

David Phillips

DAVID PHILLIPS
Regional Administrator

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